MEMORANDUM FOR: Deputy Director of Personnel for Policy, Analysis and Evaluation VIA: Director of Training and Education FROM: SUBJECT: Request to Restore Forfeited Annual Leave - 1. It is requested that approval be granted to restore 144 hours of forfeited annual leave for 2. is an Instructor assigned to the Office of Training and Education Due to Director of Training and Education on 8 August 1986, was unable to utilize his annual leave from 11 August 1986 to 20 December 1986. This exigency was declared due to the operational training requirements annual leave from 11 August 1986 to 20 December 1986. This exigency was declared due to the operational training requirements annual leave to be restored, included are 80 hours that was inadvertantly charged by the Department. Was scheduled for, and had begun, to take 120 hours of annual leave (23 June - 14 July) when, after one week of annual leave, was advised by his supervisor that the remainder of his leave was cancelled and he should report to duty. Due to an administrative error, an amended 15A was never submitted to the Department showing the cancellation of leave. 3. In view of the above, it is requested that 144 hours of annual leave be restored for request and subsequent denial is attached. Attachments: (1 A - Memo B - Earnings and Leave Statement C - Application for Leave and Disapproval	• •		
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SECRET

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	CONCUR:	
25 X 1		23 MAR 1987
	Director of Training and Education	Date
	APPROVED:	
	Deputy Director of Personnel for Policy, Analysis and Evaluation	Date
25 X 1	Distribution: Orig - Return 1 - DD/OP/PA&E, w/atts 1 - D/OTE Chrono, w/o atts 1 - C/PB/OTE, w/atts	
25 X 1	1 - OTE Registry (Dummy), w/o atts 1 - 1 - 1 -	
25 X 1	DA/OTE/	